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**DEPUTY ADMINISTRATOR, REGULATORY AND PLANNING SERVICES  
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH**

**Salary up to \$103,029 (employer-paid retirement)  
\$117,453 (employee/employer-paid retirement schedule)**

**Division of Public and Behavioral Health (DPBH) Regulatory and Planning Services Branch** is currently considering applicants for the position of Deputy Administrator. The Regulatory and Planning Services Branch includes programs that oversee health facility inspection, childcare licensing, environmental health, medical marijuana regulation, emergency preparedness, radiation control, emergency medical services, office of vital records and more. DPBH protects the health, safety and welfare of the public through various regulatory and planning activities.

**DESCRIPTION:** Under the general direction of the Division Administrator, the incumbent provides leadership and oversight of the Regulatory and Planning Services Branch of the Division. Responsibilities include oversight and participation in: the development and administration of the regulatory projects and programs; the administration of federal grant programs; planning utilizing public health protection tools; monitoring compliance and developing rules on relevant licensing; the development of organizational structure, staffing patterns, and resource allocation; supporting emergency medical systems and programs; researching, analyzing, and developing legislative proposals and policies; coordinating with various federal, state and local government agencies and stakeholders; and representing the division before various groups and committees. This is an unclassified position and serves at the pleasure of the Division Administrator, Division of Public and Behavioral Health. Statewide travel is required.

**QUALIFICATIONS:** A Bachelor's degree or Master's degree with major course work in public health, health services administration, social science, human services, business administration, public administration, or a related field and a minimum of four years' managerial experience which included experience in health regulatory services, environmental health, emergency medical services, or a related area. Additional demonstrated knowledge and experience in strategic planning, project management, policy development, interpretation of federal and state laws and regulations, the legislative process to include experience testifying and presenting to various legislative bodies, boards/commissions and public venues, development of health and regulatory programs, fiscal and grants, human resource principles, and management of supervisory staff; OR an equivalent combination of education and experience related to the core areas outlined above.

**LOCATION:** The position may be located in Reno, Carson City or Las Vegas Nevada, depending on the candidate pool.

**BENEFITS:** Benefits include: medical, dental, life and disability insurance programs; participation in the Public Employee's Retirement plan (PERS); 11 paid holidays each year; accrual of three weeks annual leave and three weeks of sick leave each year.

**TO APPLY SUBMIT RESUME TO:**

Division of Public and Behavioral Health  
Central HR Office  
Attention: Melissa Cronan  
4150 Technology Way, Suite 300  
Carson City, NV 89706  
[mcronan@health.nv.gov](mailto:mcronan@health.nv.gov)

**Special Instructions:** \*Resumes must include a detailed description of education and employment history to include scope of responsibility, salary history, and professional references. \*In your cover letter, please indicate how you heard about the position.

A criminal history background check is required as a condition of employment.

Resume's will be accepted until this recruitment is satisfied.